



Charter Officer Annual Performance Evaluation Form

Fiscal Year: 2021-2022	Evaluator: <i>Cynthia J. Chestnut</i>
Charter Officer: Gainey, Omichele D.	Title: City Clerk

Goal(s) If needed use additional goals sheet (page 5):

***Overall Support of City Commission Goals and Objectives.** Demonstrates an understanding of and supports the City's philosophy (vision, mission, values); actively pursues an understanding of organizational goals and objectives and how these relate to the Charter Officers' job and department.

***Charter to attach Accomplishments Report for Evaluation Period**

Describe Goal(s):

Please see the attached accomplishments list for the evaluation period for all accomplishments and comments/highlights.

Commission Member: Check performance rating	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
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Commission Member Comments:

Charter Officer: Check self-evaluation rating	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
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Charter Officer Comments:

Competencies:

1. Business Acumen. Understands the business, financial status of the organization and core operational area of responsibility; realizes implications of key financial indicators, and uses economic and industry data to accurately diagnose business strengths and weaknesses.

Commission Member: Check competency rating	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input checked="" type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
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Commission Member Comments:

It seems that more attention is devoted to other areas and not primarily to the City Commission. Perhaps the role and scope should be reviewed/reviewed.

Charter Officer: Check self-evaluation rating	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
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Charter Officer Comments:



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2. Communication and Building Relationships. Communicates and listens effectively, open to receiving and giving constructive feedback, promotes frank and open discussions on issues. Cultivates a network of relationships both internal and external, promotes collaboration and removes barriers across organizational lines, builds credibility for the City.

Commission Member: Check competency rating 1 2 3 4 5 N/A

Commission Member Comments:

Charter Officer: Check self-evaluation rating 1 2 3 4 5 N/A

Charter Officer Comments:

3. Fiscal Management. Prepares a balanced budget to provide services at a level directed by the Commission, ensuring actions and decisions reflect an appropriate level of responsibility for financial planning and accountability.

Commission Member: Check competency rating 1 2 3 4 5 N/A

Commission Member Comments: *The Commission should be consulted for major decisions that will impact the delivery of services to the Commission and our constituents. E-scribe is not amenable to either the former system worked effectively and efficiently. Not sure of what this may change cost the taxpayers.*

Charter Officer: Check self-evaluation rating 1 2 3 4 5 N/A

Charter Officer Comments:



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4. Integrity. Demonstrates the highest level of integrity and ethical behavior, adhering to the City's code of conduct upholding the values of the City, challenges questionable work standards and confronts or reports suspicious practices to appropriate leaders or authorities.

Commission Member: Check competency rating 1 2 3 4 5 N/A

Commission Member Comments:

Charter Officer: Check self-evaluation rating 1 2 3 4 5 N/A

Charter Officer Comments:

5. Leading and Supervision. Effectively establishes strategies to develop and maximize employee performance, foster high standards in meeting the vision, mission and goals of the department.

Commission Member: Check rating 1 2 3 4 5 N/A

Commission Member Comments: *I would like to see more time devoted to the training, preparation & development of Executive Assistants to the Commission. The current remote staffing does not bode well for the Commission or our constituents in the delivery of effective and efficient services. The citizens suffer.*

Charter Officer: Check self-evaluation rating 1 2 3 4 5 N/A

Charter Officer Comments:

Charter Officer Signature: *Omarae O'Neal*

Date: 11-7-2022

Commission Member Signature: *Cynthia Chestnut*

Date: 11-14-2022